# Registration Form Information

Email Sarra (sstanley@stjamesah.org) the following information as soon as possible to get your registration up on the St. James website.

- Name of event.
- All fields you need (name, email, phone, etc).
  - Don't forget things like allergies for events with food or age and gender if you're putting participants in groups.
- Cost of event if applicable.
- Participant cap if applicable (example: only 25 people can register).
- Which field(s) are required.
- Name and email for the recipient of 'new registration' emails.
- Confirmation message that will appear on the screen after submitting registration.
- Date form needs to go live on website.
- Where the registration should be linked or posted: to an existing St. James webpage or to an event post (*see next page for details*).

For fields with multiple options to select, please include the type of field you would like (drop down, button select, consent form/policy, etc.).

## Example of different field options:

Your event registration form can be (1) *linked directly in an event post* **or** (2) *to an existing St. James webpage.* For example, in the image below:

1) By clicking on the Jubilation Envelope Challenge event, the *event post* will pop up with a brief description about the event and then a button to the registration form. This is a good option for events like Jubilation, Ladies Night Out, or SEEK because they aren't linked directly to an existing St. James ministry that already has a webpage.

2) By clicking on the Frozen event, the button on that post will take you to the *existing St. James Theatre page* where the tickets are being sold. This is a good option for events like Vacation Bible School (VBS), Religious Ed, or Welcome Weekends because they already have a webpage on the website.
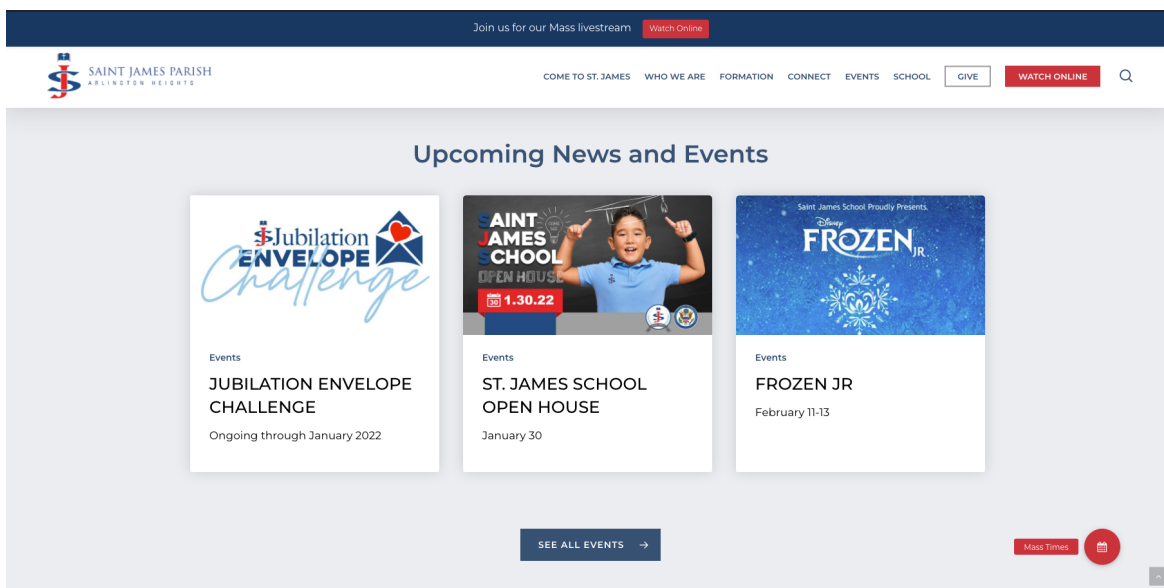


To advertise your event as a post, it will look like this on the homepage of the website, as well as the Events page (the next three upcoming events are automatically shown on the homepage). To showcase your event as a post, please include the following:

- A cover photo; the simpler the better (as you can see, the name and date(s) of your event will already show in the text below the photo)
- The above information will be included on the post page that appears by clicking on one of these events.
- Name and date(s) of event.
- Description of event.
- Cost of event if applicable.
- Participant cap if applicable (example: only 25 people can register).
- Dates event should be advertised on the St. James website.
- Contact information for someone in charge of event.